

BUREAU OF ADMINISTRATION
Human Resources Division

9 March 2012


TO: Juan Rivera
Chief
Unit 121 – Bureau of Internal Affairs

ATTN: Sergeant Christopher Pettis
Special Investigation Section, BIA

FROM : Tracey R. Ladner
Director of Human Resources
Unit 123 – Human Resources Division

SUBJECT: RESPONSE: TO/FROM SUBJECT REPORT INFO. REQUEST FOR
EMPLOYEE P.O. MICHAEL A. KASPER, #4240, EMP# [REDACTED]

As of the date of this TO/FROM Subject Report, a review of our records indicate that P.O. Michael A. Kasper, employee # [REDACTED] was promoted to the position of Police Officer assigned as Field Training Officer in 1999 and relinquished the position in 2011. The obtainable documents are attached to this report.


Tracey R. Ladner
Director of Human Resources
Human Resources Division

TRL/vg



CITY OF CHICAGO
DEPARTMENT OF HUMAN RESOURCES

MASTER HIRE FOLDER
HIRING PAPERWORK CHECKLIST

(Prior to Contingent Offer, Shakman Covered, New Hire, or Appointments)

Job Title: Police Officer # of Vacancies: 1

Hiring Department: 057 Job Title Code: 9161

Dept. A-Form Request #: 057-2011-020 CAREERS Requisition #:
(Example Request Number: 033-2008-001) (Example: #143228)

REQUIRED FOR ALL HIRING

☐ HIRE CERTIFICATION FORMS

(Check each Signed Shakman Certifications for each role(s) that was performed)

- ☐ Selected Screening/Hiring Criteria
- ☐ Created Job Posting
- ☐ Screened Applicants
- ☐ Created Referral List
- ☐ Scheduled Interview/Test
- ☐ Conducted, Monitored or Scored Tests
- ☐ Interviewed Candidates
- ☐ Hiring Manager
- ☐ Facilitated Consensus Meeting
- ☐ Participated in Consensus Meeting
- ☐ Commissioner
- ☐ Other

☐ Referral List
(Annotated and closed out)

☐ Monitor/Compliance Notification Form

☐ Test scores
(If applicable)

☐ Candidate Assessment Forms
(By all interviewers for all interviewed applicants)

☐ Background Check Consent Form
(One form for every candidate interviewed and/or tested)

☐ Justification Letter From Hiring Department Head
(Required for Senior Manager Hires)

FOR DHR USE ONLY

RECRUITER/ RECRUITING ANALYST
Initials

Approval Date:
Initials

PLEASE RETURN THIS FORM ALONG WITH THE REQUIRED PAPERWORK TO: Your Recruiter
DEPARTMENT OF HUMAN RESOURCES
Employment Services
121 North LaSalle Street – Room 1100
Chicago, Illinois 60602

Revised 3/2/2010

Print Form

CPD 0031096



**CITY OF CHICAGO
DEPARTMENT OF HUMAN RESOURCES**

**PERSONNEL FILE PART I
INDIVIDUAL CANDIDATE FOLDER CHECKLIST**
(Prior to Contingent Offer for Shakman Covered, New Hire, or Appointments)

Name of Applicant: Michael A. Kasper ☐ New Hire ☒ City Employee
Job Title: Police Officer Hiring Department: 057 - Police
Dept. A-Form Request #: 057-2011-020 CAREERS Requisition #:
(Example: 033-2008-001) (Example: #143228)

REQUIRED FOR ALL HIRING

- ☐ Copies of all current mandatory documents to verify required qualifications for position
▪ Diploma, transcripts, certifications or valid licenses, etc.

REQUIRED FOR CURRENT CITY EMPLOYEES

☐ CATA Records

(for the last 12 months)

____ Hours SN/SN ____ P/ AN/AN ____ P
____ AW/AW ____ P/ AU/AU ____ P
____ Total Days

☐ Disciplinary Records

(for the last 12 months)

____ Hours DS/DS ____ P/ DSA/DSA ____ P
____ SU/SU ____ P/ SUA/SUA ____ P
____ Total Days

☐ Performance Reviews

(for the last 24 months)

FOR DHR USE ONLY

RECRUITER/RECRUITING ANALYST

Initials

MAKE OFFER

Initials

Print Form

PLEASE RETURN THIS FORM ALONG WITH THE REQUIRED PAPERWORK TO:
**DEPARTMENT OF HUMAN RESOURCES
Employment Services**
121 North LaSalle Street – Room 1100
Chicago, Illinois 60602

**BUREAU OF PROFESSIONAL STANDARDS
Education and Training Division**

21 JANUARY 2011

TO: Jody P. Weis
Superintendent of Police

James B. Jackson
Assistant Superintendent
Law Enforcement Operations

Ernest T. Brown
Deputy Superintendent
Bureau of Patrol

Marvin Shear
Acting Deputy Superintendent
Bureau of Administrative Services

Jonathan Lewin
Deputy Director
OEMC-Public Safety Technology Group

MANAGEMENT RESOURCE DIVISION
-4 FEB 11 10:40

FROM: Howard W. Lodding
Assistant Deputy Superintendent
Education and Training Division

**SUBJECT: RECOMMENDATION FOR THE REMOVAL OF FTO MICHAEL
KASPER #4240 EMP # [REDACTED] UNIT 125 FROM THE FIELD
TRAINING OFFICER PROGRAM**

The Field Training and Evaluation Review Board convened on 20 January 2011 at 1000 hours at the Education and Training Division to review his capacity to perform the duties of a Field Training Officer and to make recommendations for his future status as a Field Training Officer.

The Board reviewed FTO Kasper's 11 year history assigned as an FTO. It was found that shortly after FTO Kasper became an FTO in 1999, he was placed on the Medical Roll and has been detailed to non-training units. FTO Kasper is presently detailed to Unit 125, a non-training unit, where he remains on permanent Light Duty Non-IOD status, confirmed by the Medical Section.


It is the Board's finding's that FTO Kasper cannot fulfill the duties of the position of Field Training Officer. Further, the Board recommends the removal of FTO Kasper's rank and the re-instatement to the rank of D-1.

BUREAU OF PROFESSIONAL STANDARDS
Education and Training Division

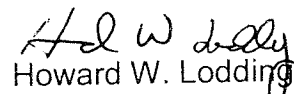
21 JANUARY 2011

SUBJECT: RECOMMENDATION FOR THE REMOVAL OF FTO MICHAEL
KASPER #4240 EMP # [REDACTED] UNIT 125 FROM THE FIELD
TRAINING OFFICER PROGRAM

SIGNATURE PAGE ONLY:




Juan Rivera
Acting Deputy Superintendent
Bureau of Professional Standards



Howard W. Lodding
Assistant Deputy Superintendent
Education and Training Division



Beatrice Cuello
Assistant Superintendent
Administration



Jody P. Weis
Superintendent of Police

-4 FEB 11 -0940

OFFICE OF THE CHIEF OF POLICE
HUMAN RESOURCE DIVISION

HWL/jrb



Richard M. Daley
Mayor

Department of Police • City of Chicago
3510 S. Michigan Avenue • Chicago, Illinois 60653

Jody P. Weis
Superintendent of Police

25 February 2011

George Arteaga
Commissioner
Department of Human Resources
City Hall – Room 1100
121 N. LaSalle Street
Chicago, IL 60602

Dear Commissioner Arteaga:

The Department of Police is requesting approval for a demotion for Michael A. Kasper, Employee # [REDACTED] from the position of Field Training Officer (TC 9164) to the position of Police Officer (TC9161).

This demotion is per the recommendation of the Field Training and Evaluation Review Board. Since this matter will affect a pay differentiation, your assistance in expediting this request for this demotion is greatly appreciated.

If you have any questions, please call Virginia Garcia of my office at (312) 745-5310.

Sincerely,

A handwritten signature in black ink, reading "Tracey R. Ladner".

Tracey R. Ladner
Director
Human Resources Division

TRL/ye



**CITY OF CHICAGO
DEPARTMENT OF HUMAN RESOURCES**

**PERSONNEL FILE PART II
START DATE PAPERWORK CHECKLIST**

Name of Selected Candidate: Michael A. Kasper	
Department: 057- Police	Job Title: Police Officer
Dept. A-Form Request #: (Example: 033-2008-001) 057-2011-020	CAREERS Requisition #: (Example: #143228)

REQUIRED: Complete Self-Service Per 14 in CHIPPS (Upon receiving an e-mail from DHR's Information Service Division)		
<input type="checkbox"/> Candidate Selected for Hire Certification Form (New and Current Hires)	<input type="checkbox"/> Residency Affidavit (New Hires Only)	<input type="checkbox"/> I-9 (New Hires Only)

FOR DHR USE ONLY	
Background Check	
Education <input type="checkbox"/>	Reference <input type="checkbox"/> Indebtedness <input type="checkbox"/> Criminal Background <input type="checkbox"/>
<div><div><input type="text"/> Initials</div> Records Clerk <div><input type="text"/> Initials</div> Recruiter/Recruiting Analyst Effective Date: _____</div>	

Print Form

PLEASE RETURN THIS FORM ALONG WITH THE REQUIRED PAPERWORK TO:
**DEPARTMENT OF HUMAN RESOURCES
Employment Services**
121 North LaSalle Street – Room 1100
Chicago, Illinois 60602

Revised 3/2/2010

CPD 0031102

Hire Certification Form

Candidate Name: Michael A. Kasper Job Title: Police Officer

(If known)

Dept. A-Form Request #: 057-2011-020 Title Code: 9161 Hire Type: ☐ Sr. Mgr ☐ Non-Interview ☐ Interview ☐ Student ☐ Volunteer

(Example: 033-2008-001)

CAREERS Requisition #: Dept. #: 057 Demotion ☒ Other

(Example: #143228)

Political reasons or factors shall not play a role in hiring. Political reasons or factors include any of the following:

1. Recommendations for hiring, promotion or other employment terms of specific office holders or political party officials that are not based on personal knowledge of the job applicants work skills, work experience or other job related qualifications. (But such recommendations from public office holders or political party officials that are based on their personal knowledge of the applicants work skills, work experience or other job related qualifications are permitted)
 2. The fact that the job applicant worked in a political campaign or belongs to a political organization or political party, or the fact that the job applicant chose not to work in a political campaign or to belong to a political organization or political party
 3. The fact that the job applicant contributed money, raised money or provided something else of value to a candidate for public office or a political organization, or the fact that the job applicant chose not to contribute or raise money for a candidate for public office or a political organization
 4. The fact that the applicant is a Democrat or a Republican or a member of any other political party or group. Or the fact that the applicant is not a member
 5. The fact that the applicant expressed views or beliefs on political matters such as what candidates or elected officials he or she favored or opposed, what public policy issue he or she favored or opposed, or what views on government actions or failures to act he or she expressed
- I certify that I am aware of and am in full compliance with the above stated prohibitions regarding personnel decisions by the City of Chicago insofar as they apply to me. I certify, under penalty of perjury, as provided by law, that, to the best of my knowledge and after due inquiry, political reasons or factors did not enter into any City employment actions taken with respect to the applicants in the hiring process for the above referenced position. I understand that failure to comply with the above prohibitions and/or failure to submit an accurate Hire Certification Form may result in disciplinary action up to and including immediate termination and may be subject to prosecution for perjury under Illinois law.

Check the role(s) in the hiring process in which you participated, initial each checked box and sign at the bottom.

<input type="checkbox"/> Verified Bargaining Unit	<input type="checkbox"/> Scheduled Interview/Test	<input type="checkbox"/> Participated in Consensus Meeting
Initial	Initial	Initial
<input type="checkbox"/> Selected Screening/Hiring Criteria	<input type="checkbox"/> Interviewed Candidate	<input type="checkbox"/> Verified CATA Record
Initial	Initial	Initial
<input type="checkbox"/> Verified Minimum Quals & DQs	<input type="checkbox"/> Conducted, Monitored or Scored Test	<input type="checkbox"/> Conducted TFC Check
Initial	Initial	Initial
<input type="checkbox"/> Created Job Posting	<input type="checkbox"/> Hiring Manager	<input checked="" type="checkbox"/> Candidate Selected for Hire
Initial	Initial	Initial
<input type="checkbox"/> Screened Applicants	<input type="checkbox"/> Facilitated Consensus Meeting	<input type="checkbox"/> Commissioner
Initial	Initial	Initial
<input type="checkbox"/> Created Referral List	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
Initial	Initial	Initial

Signature: Michael A. Kasper Print Name: Michael A. Kasper Date: 23 Feb 11

Last Updated: 12/4/09

Print Form

Senior Manager Yes ☒ No
Shakman Exempt Position Yes ☒ No

CITY of CHICAGO

Department of Human Resources
Request for Hire Form -- PART A

Reinstatement ☒ Yes ☐ No

Request # 057-2011-020

Department 057- DEPARTMENT OF POLICE

Bureau 057-4319 DISTRICT LAW ENFORCEMENT

No. of Positions Requested 1 Months Vacant to Date

Position Description POLICE OFFICER

Start Date 16-FEB-11

Salvage to Date

Changeable to:			Fund	Dept	Org	Div	Sect.	Sub Sect.	Title Code	Barg. Unit	Status	Budgeted Pay Rate	Class Gr.	Payroll Number	Starting Pay Rate	
															Monthly Amount	Annual Amount
0100	057	1005	2012	3286	4319	9161	91	CS	43,104	DII	1180	3,592			43,104	

Please justify in detail the need for filling this vacancy.

Requesting authorization to demote Field Training Officer Michael A. Kasper, Emp#14615, and return him to his career service title of Police Officer, per the recommendation of the Field Training and Evaluation Review Board.

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

1. Is this a supervisory or managerial position? Yes ☒ No ☐ 4. Has this position previously been approved? Yes ☒ No ☐
2. Is this a revenue producing position? Yes ☒ No ☐ (If Yes) Date: Previous Request #
3. Are you requesting EMERGENCY HIRING? Yes ☒ No ☐ Dept. Contact: Virginia Garcia Telephone # 312-745-5310

Comments:

Signature of Department Head:

Signature of O.B.M.:

Signature of D.H.R.:

Signature for Shakman Exempt Position:

Date:

PLATTNER, ANNETTE M

MEZA, ALIV

Date: 2/22/2011

Date: 2/22/2011

Date:

Funding Approved: X Yes No

Approved: X Yes No

Approved: Yes No

FOR DHR USE ONLY EMERGENCY HIRING

1. No request made.
2. Request denied.
3. Request approved.

Signature of DHR Shakman Compliance Officer:

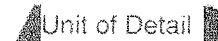
Date Received by D.H.R.:

To: OBM

PER 62A (Rev. 87)



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User Bureau: **BUREAU OF ADMINISTRATIVE SERVICES** Current Status: **ENDED**

Employees and New Detail Unit

Name	Emp No.	Star No.	Assigned/ Detailed Unit	Position	Duty Status	New Detail Unit	Effective Date	End Date
COBBINS, OLIVIA		19518	007 / 376	POLICE OFFICER	FULL DUTY	125-INFORMATION SERVICES DIVISION	26-JUL-2009	01-AUG-2009
HARRINGTON, MELLOWNIE		11314	045 / 376	POLICE OFFICER	FULL DUTY	125-INFORMATION SERVICES DIVISION	26-JUL-2009	19-AUG-2009
KASPER, MICHAEL		4240	008 / 376	PO/FIELD TRNING OFF	LIMITED DUTY	125-INFORMATION SERVICES DIVISION	26-JUL-2009	27-FEB-2011

row(s) 1 - 3 of 3

Previous Actions

Entered By	Entered Date/Time	Status	Action	Comments
JOHNSON, KENNETH	25-FEB-2011 15:23:42	DBA APPROVED	DBA APPROVED	Detail for P.O.Kasper ended effective 26 Feb 11 at 2359 hours. Member to return to their UOA.
JOHNSON, KENNETH	02-FEB-2011 14:42:07	DBA APPROVED	DBA APPROVED	Disregard pervious message. Message sent in error. Detail for P.O.KASPER to to 125 will continue until further notice.
JOHNSON, KENNETH	02-FEB-2011 14:01:00	DBA APPROVED	DBA APPROVED	Detail ended for P.O. Kasper effective 02 Feb 11 at 2359 hours. Reassigned per Transfer Order No. 2011-004.
HARRINGTON, MELLOWNIE	19-AUG-2009 13:10:32	ENDED	ENDED	End Date automatically added by the system
DOLAN, DAVID	31-JUL-2009 11:06:28	DBA APPROVED	DBA APPROVED	detail satisfied,member will return to Unit 376. Member to contact Unit 376 for assignment.
DOLAN, DAVID	24-JUL-2009 12:17:04	DBA APPROVED	DBA APPROVED	Members to contact Unit 125 for assignment.

User: [REDACTED]
Module: 15610 \$Revision: 1.104 \$

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HI03

SELECTED HISTORY FILE INQUIRY

FUNCTION: D

SSN [REDACTED] EMP# [REDACTED] NAME KASPER MICHAEL A TITLE 9161
[REDACTED] 60655 CSD 06 / 29 / 92 DOB 07 / 09 / 63 POLICE OFFICER

. PROMOTED FROM 9164 PO/FIELD TRNING OFF TO 9164 PO/FIELD TRNING OFF
CS REPORT NUMBER FROM RATE 4,171.00 TO RATE 4,380.50
ON 051199 REMARKS


. DEMOTED FROM 9164 PO/FIELD TRNING OFF TO 9161 POLICE OFFICER
CS REPORT NUMBER FROM RATE 6,397.00 TO RATE 6,093.00
ON 021611 REMARKS

LAST RECORD FOR THIS PERSON

PERSONNEL ORDER NO. 99-128 (CONT'D)
"B" Series Employment

Moss Jr., Harlon	571130	13778	022
Staggers, Enid	303679	15604	022
Kasper, Michael	302851	4240	022
Piesiecki, Stanley	301419	5773	023
Burke, Nadine	089377	14356	023
Evanoff, Kris	303897	15246	024
Gaytan, Luis	304114	10457	024
Linnane, Thomas	302095	8727	025

Effective 16 May 1999

Authenticated: 


DISTRIBUTION: E

PERSONNEL ORDER NO. 99-128
"B" Series Employment

PERSONNEL ORDER NO. 2011-019
"B" SERIES EMPLOYMENT

02 March 2011

The following Field Training Officer has been restored to the rank of Police Officer and is assigned as indicated:

<u>Empl.</u>	<u>Name</u>	<u>To Unit</u>	<u>From Unit</u>	<u>Effective Date</u>
	Kasper, Michael A.	008	No Change	16 Feb. 2011

Terry G. Hillard
Interim Superintendent of Police

Authenticated: *TRC*
u

PERSONNEL ORDER NO. 2011-019
"B" SERIES EMPLOYMENT